

**AGENDA**  
**BOARD OF SELECTMEN**  
**September 9, 2008**  
**7:00 p.m.**  
**Town Building**

**Public Input**

**Chairman's Comments**

**Town Administrator's Report**

**Meeting Minutes**

**Visitors**

7:15 pm – Snow property recreation project update

**Action/Discussion**

- Master Plan/Long-Term Budget Review – Jason

**Selectmen's Master Planning**

**Liaison Reports, if any**

**Adjournment**

Posted 9/5/08

**Correspondence**

Resident email on 8/24 Globe item re Acton commuter rail parking, rec'd 8/25

Copy of site plan approval applic for Snow recreation project, rec'd 8/29

Letter from Sen Resor re COLA base for municipal employees, rec'd 9/3

Mike K

## **TOWN OF STOW**

### **Town Planner Job Description**

#### **Scope/Overview of Position**

The Town Planner will guide and support the responsible Town entities in the balanced, favorable, and sound economic use of land in the Town of Stow as allowed by state statute and local rules and regulations. The planner will act as the liaison among the land use boards for matters of common interest, and develop practices and processes to assist and guide the public in bringing permit requests before the town, and to ensure smooth and open exchange of ideas, information and awareness in the performance of stated duties and services to the public.

As the town's chief planning professional, the Planner will support the Planning Board, the Board of Selectmen, and related boards on matters pertaining to land use, and represent Stow in regional planning issues.

#### **SCOPE OF INFLUENCE**

##### **Supervision:**

**Supervision Scope:** Performs varied and responsible functions of a technical nature requiring considerable initiative and independent judgment in the planning, administration and execution of the board's directives, in drafting decisions and policies and in interpretation and application of applicable laws, regulations and procedures.

**Supervision Received:** Works under the daily administrative direction of the Town Administrator, and within the policy guidelines of the Board of Selectmen and the Planning Board. All unusual cases warrant consultation with the supervisor as designated by these boards.

**Supervision Given:** Supervises administrative support staff. In addition, may oversee the work of consultants, contract personnel and/or interns.

#### **Scope of Responsibility**

1. Perform a varied number of complex tasks requiring considerable exercise of judgment and initiative within the guidelines established by local and state laws related to land use controls.
2. Errors could result in legal and/or monetary repercussions, cause delay, confusion, and adverse public relations for the Town.

#### **DUTIES and ACTIVITIES**

The Town planner will coordinate and integrate planning, zoning, and development issues that span the jurisdiction of multiple Town boards.

#### **Supported Boards**

##### **Planning Board:**

- Research and recommend zoning bylaws to properly regulate development of the town

**DRAFT : Town Planner Job Description**

- Oversee implementation and evolution of the Master Plan
- Supervisory and technical work in the monitoring and implementation of land use controls, including subdivision and zoning bylaws
- Represent Stow in selected regional planning activities and forums

**Housing Authority, Housing Partnership and Affordable Housing Trust:**

- Guide development of Stow Affordable Housing Strategic Policy
- Streamline and define the approval process for residential development and inclusion of affordable housing development.
- Identify and pursue external public grants and other financial assistance in support of affordable housing development on behalf of the town
- Monitor legislative and legal developments related to affordable housing goals in Stow

**Zoning Board of Appeals:**

- Provide technical assistance regarding planning issues for public hearing matters that come before the ZBA

**Board of Selectmen:**

- Act as inter-board project coordinator for town projects that require permitting
- Serve as chief liaison to external professional development and land use consultants when required by projects of suitable scale

**Regional Planning Groups:**

- Serve as liaison to adjacent towns to coordinate development projects and activities that straddle town boundaries or that potentially impact Stow
- Represent Stow in regional planning forums as directed by the Board of Selectmen and Planning Board

**Duties – Professional/Planning**

Work with the Planning Board to maintain an integrated land use policy that is consistent with current circumstances and community goals.

Work closely with the Planning Board to ensure appropriate review, efficient processing, and sound decision making relative to all petitions, applications and proposals that fall under the Planning Board's jurisdiction.

Research methods for achieve planning goals. Provide professional guidance and direction to the Planning Board concerning creative and innovative methods of treating land use issues. Propose and draft amendments to the zoning bylaw or other controlling documents.

Represent the Town in meetings and discussion with the public, community groups, developers and government officials on land use issues.

Prepare and submit grant applications as appropriate.

Act as an informational/advisory resource to other Boards.

### **Duties – General & Administrative**

Attend all regularly scheduled meetings of the Planning Board, annual and special town meetings, and occasional site walks in the field under variable weather conditions unless excused by the Planning Board.

Develop the department's operating and capital budget and accountable for ensuring department operates within budgetary constraints; establishes and maintain appropriate information systems related to development applications, land use patterns, comparative practices, economic development, population and housing.

Ensure Planning Board compliance with laws of the Commonwealth, including satisfaction of legal notification requirements and that required documents and reports are prepared and filed in a timely fashion.

Prepare Requests for Proposals for using professional consultants for planning projects. Oversee and direct professional consultants hired by the town for various planning projects.

Monitor implementation of zoning, subdivision control, and other land use controls and related procedures. Acts as agent of the Planning Board, entering properties for purposes of evaluating plans and monitoring construction activities to ensure compliance with the Board's regulations and other Town by-laws. Conducts field investigations as required.

Make presentations and reports at Planning Board meetings, annual and special town meetings, and at other town or regional meetings as required.

### **Examples of Activities :**

Reviews subdivision plans and nonresidential site plans prior to submission to the Planning Board for completeness and conformance with applicable bylaws and rules and regulations. Ensures that plans are approved and/or endorsed according to procedures established by Town regulations and Massachusetts General Laws.

Assist landowners, developers, and other interested parties seeking interpretation of the Town's zoning bylaw and the rules and regulations of the Planning Board; provide technical assistance to Town departments in planning and community development matters.

Coordinate long-range community and regional planning for the Town, including implementation of the Master Plan and of the Open Space and Recreation Plans; coordinate and advise town boards on issues pertaining to open space preservation plans, economic development goals, affordable housing strategies, and land use regulation and permitting.

Recommend to the Planning Board legislative changes to the Zoning Bylaw and Subdivision Rules and Regulations that implement the town's land use policy, ensure compliance with state law, or improve efficiency/regulatory control over development projects. This includes ensuring that legal notification requirements are met and that all required documents and reports are prepared.

Identify and monitor availability of potential parcels for affordable housing. Identify and pursue grants and other forms of assistance in support of affordable housing development. Monitor legal and

legislative developments related to affordable housing in Massachusetts. Participate in regional planning discussions for affordable housing goals.

### **RECOMMENDED MINIMUM QUALIFICATIONS:**

#### **I – Education and Experience**

The town planner's duties require advanced knowledge and understanding of municipal and/or community planning, development and zoning issues equal to a Master's degree and three years of related experience or a Bachelor's degree and five or more years of related experience or any equivalent combination of education and experience. AICP Certification is preferred.

#### **II – Knowledge, Ability and Skills**

Extensive knowledge of land use planning principles and practices, state and local land use legislation, procedures, codes, and standards. Ability to communicate effectively in oral, graphic and written form and to establish harmonious working relationships with all supported parties. Strong organizational skills, with particular attention to detail and accuracy. Ability to analyze complex issues, develop relevant and realistic plans, prepare reports and formulate recommendations concerning planning operations.

Strong working knowledge of statutes pertinent to zoning and land use, particularly MGL Ch 40A and 40B.

Working knowledge of Microsoft Word, Excel and PowerPoint and Access; CADD application(s), GIS, GEO TMS, or similar database software.

Ability to read, understand and interpret technical specifications, blue-prints, zoning, subdivision control and other land use regulations and plot plans.

Ability to perform a varied number of complex tasks requiring considerable exercise of judgment and initiative within the guidelines established by local and state laws related to land-use controls.

#### **III – Special Requirements**

A valid Massachusetts Class D Driver's License; attend evening meetings.

#### **IV – Physical Requirements**

Negligible physical effort required in the performance of administrative duties under typical office conditions. Moderate physical effort under variable weather conditions required in the field on an intermittent basis. Must be able to gain access to construction sites. Some physical effort needed to walk over rough terrain and variations in heights.

*The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, or a logical assignment to the position. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.*

## **COMMUNITY DEVELOPMENT DIRECTOR**

Current Status: Full-time/part-time

### **JOB SUMMARY**

The position of Community Development Director is a department head level position. The specific management duties, tasks and responsibilities associated with this position are comprehensive and diverse.

The Community Development Director will be directly responsible for managing matters related to implementation of the delineated elements of the Town's Master Plan as established by applicable provisions of the Town Charter and Massachusetts General Law Chapter 41, Section 81D.

Generally, it involves managing matters affecting the policies, practices, programs and projects that have been instituted, or will be instituted in the future, in pursuit of achieving and maintaining the comprehensive community development goals and objectives identified and defined in the Town's Master Plan.

Necessarily, it involves exercising direct and specific management control over matters related to Stow's comprehensive community development in the areas of affordable housing, economic development, land use, open space, recreation, natural and cultural resources, transportation, and public facilities and infrastructure.

Appointment of the Community Development Director is made by the Board of Selectmen who exercise overall control of the position.

Day to day supervision, direction, and control of the Community Development Director will be provided by the Town Administrator.

### **MAJOR DUTIES AND RESPONSIBILITIES**

The major duties and responsibilities of the Community Development Director include but are not limited to the following:

Responsible for the administration for the Community Development Office, including development and management of the office operating budget, any community project or program budget, and staff.

Responsible for establishing and maintaining an effective and cooperative working relationship with other Town departments; coordinating inter-departmental communication; and providing technical assistance to other departments on an as needed basis. This will routinely require informing and involving multiple town departments directly in the development and implementation of certain community development programs or projects.

Responsible for proposing, designing, and implementing community development policies, practices, projects and programs.

Responsible for complying with all applicable local, state and federal laws, rules and regulations.

Responsible for complying with all applicable public procurement laws and regulations serving as the Community Development Procurement Officer.

Responsible for preparing grant applications; managing grant programs and projects; complying with all applicable grant requirements.

Responsible, as necessary, for developing and maintaining an appropriate public records and reporting system in the areas of budgeting, accounting, financing, legal documents or grant administration.

Responsible for developing, negotiating, and managing contracts.

Responsible for approving all payments made by the Community Development Office.

Responsible for establishing and maintaining an effective and cooperative relationship with the general public, with other public agencies, and with the private sector.

Responsible for maintaining appropriate levels of professional confidentiality as may be required in certain aspects of work.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Substantial professional experience in the field of comprehensive community development is necessary to be successful in this position. It requires a strong working knowledge of many aspects of the laws, rules and regulations affecting local community program and project design and development, including the impact that governance controls such as zoning, planning, environmental, procurement, contract law and grant requirements have on this work. There is a strong need to possess fundamental technical skills in the areas of public budgeting, public procurement, public program and project management, and grants management.

Possessing a high level of oral and written communication skills, together with strong interpersonal skills, are critically important aspects to the position of Community Development Director. Self-reliance, self-motivation and individual initiative are equally important qualities of this job.

Strong computer program application skills are required to perform well as Community Development Director. Proven public budget development and management experience is important.

## **HIRING EXPECTATIONS**

A Bachelor degree in Public Administration or related field, together with significant professional experience in municipal management specializing in the areas of community program and project development, are preferred. A strong background in public budget management will be advantageous. Successful public grant management experience and Massachusetts public procurement officer certification is a plus.

A valid drivers license and motor vehicle are required.

## **PHYSICAL DEMANDS**

The physical demands of this position are those typically encountered in an office environment, including a high level of manual dexterity for operation of office equipment, including operation of computers, phones and file systems. Must be physically capable, on an as needed basis, to fully function in the field.